

### LAW ENFORCEMENT AND VICTIM SERVICES GOVERNOR'S OFFICE OF EMERGENCY SERVICES

3650 SCHRIEVER AVENUE MATHER, CALIFORNIA 95655 (916) 845-8510 FAX: (916) 324-8554



July 21, 2006

Robin Allen Executive Director California CASA Association 660 13<sup>th</sup> Street, Suite 300 Oakland, CA 94612

Dear Ms. Allen:

The Governor's Office of Emergency Services (OES), Law Enforcement and Victims Services Division, Children's Section is pleased to announce the release of the Tribal Court Appointed Special Advocate (CASA) Collaboration Program Request for Application (RFA). It will be e-mailed to you, the Tribal CASA Collaboration Program Project Director.

This program is made available through the federal Children's Justice Act (CJA) funds and was developed from a recommendation made by the CJA Task Force. Funds will be awarded to the California CASA Association.

The total amount available for the Tribal CASA Collaboration Program is anticipated to be \$121,381. This RFA is for the first year in a three-year funding cycle. The grant period will begin January 1, 2007 and end December 31, 2007. Please note: funding is contingent upon availability of the federal funds, successful project performance, and compliance with the grant award agreement.

To receive funding for the Tribal CASA Collaboration Program, the application should be received or postmarked by **Monday, October 2, 2006.** Instructions for mailing the application are included in the RFA.

Should you have questions, please contact me at (916) 322-1902.

Sincerely,

GILLSA MILLER, Chief Children's Section

This document is designed to be interactive electronically with fill able forms. However, users will need to use Adobe Acrobat 7.0 in order to save the text of their applications. Users will be able to complete and print forms using Adobe Reader 7.0, but will be unable to save their completed forms without Adobe Acrobat 7.0.

**Enclosure** 

# GOVERNOR'S OFFICE OF EMERGENCY SERVICES LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

# TRIBAL CASA COLLABORATION PROGRAM REQUEST FOR APPLICATION

### **TABLE OF CONTENTS**

I.	INF	<u>Pr</u>	int Version
	A.	INTRODUCTION	1
	B.	CONTACT INFORMATION	1
	C.	APPLICATION DUE DATE AND SUBMISSION OPTIONS	1
	D.	ELIGIBILITY	2
	E.	FUNDS	2
	F.	PROGRAM INFORMATION	2
	G.	PREPARING AN APPLICATION	3
II.	INS	STRUCTIONS	
	A.	PROJECT NARRATIVE	4
	B.	PROJECT BUDGET	5
	C.	APPLICATION APPENDIX	7

#### III. FORMS

### CHECKLIST AND REQUIRED SEQUENCE

- APPLICATION COVER SHEET
- GRANT AWARD FACE SHEET INSTRUCTIONS & FORM (OES A301)
- PROJECT CONTACT INSTRUCTIONS & INFORMATION
- CERTIFICATION OF ASSURANCE OF COMPLIANCE
- ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS & AUTHORIZATION
- BUDGET NARRATIVE
- BUDGET FORMS
  - Personal Services Salaries/Employee Benefits
  - Operating Expenses
  - o Equipment
- PROJECT NARRATIVE
- PROJECT SUMMARY INSTRUCTIONS & FORM
- NONCOMPETITIVE BID REQUEST CHECKLIST
- PROJECT SERVICE AREA INFORMATION (LONG)